

**Camp Harkness Advisory Committee
Camp Harkness Office
301 Great Neck Road
June 25, 2015
Minutes**

Present: April Dipollina, Betsy Danforth, Shannon Aiello, Jackson Pierre-Louis, Vicki Severin, Bev Jackson, Ginny Hogan, MaryAnn Langdon, Rachel Hardy (personal support person)

Others Present: Liz Adams, Ernie Smith

1. Call to Order: 10:55 AM

2. Public Comments: None

3. Additions to Agenda: None

4. Approval of Minutes:

May 28, 2015 minutes were amended to list MaryAnn Langdon as a member. Jackson motioned to accept the amended minutes. The motion was seconded by Betsy. All were in favor. The minutes were approved.

5. Correspondence: None

6. Camp Harkness Fund:

A. Monthly Report

i. Garden Music Festival

- Vicki reported that they were working on plans for a Garden Music Festival to occur the last week in July

ii. Harvest Festival

- September 12, 2015 is a possible date for a Harvest Festival to be included with Town of Waterford Childrens Triathalons
- Would like to coincide the festival with weekend long events
- Family Day is at Harkness Memorial Park that Sunday and it would be beneficial to take advantage of the numerous other events occurring that weekend

iii. Variety Show

- Considering holding a variety show after camp
- Vicki has ordered hats, sweatshirts, tee shirts
- There are numerous items available through Tracy's catalog including lanyards and sunglass holders

7. Old Business:

A. Camp Report

i. Master Plan

- No report this month

ii. Physical Plant

- Ernie reported that the barn is up and running; renovations are complete
- Ernie commented on an excellent job done by the maintenance staff
- Liz reported that the program started on schedule on Monday
- Bev asked about the status of the automatic doors; Ernie responded that he had individuals inspect them and had filed a request with the business office
- MaryAnn inquired about the status of the toilet paper holders and her need to have bars in the Dining Hall bathroom; Ernie responded that the installation would be completed as soon as possible

iii. Summer Camp Opening

- Camp started for Oak Hill and Southbury on June 14, 2015
- Arc and UCP were still continuing staff training
- All camps were in session by June 21, 2015

iv. Camp Usage/ Events

a. Usage and Events

- Vicki gave May report on usage and events – see attached
- There will be more emphasis on pass holders having current information

b. Fire Pit

- Ernie reported that the Fire Pit would be completed as soon as an emergency situation in Jewett City was resolved
- Jackson requested commitment to have a resolution by next meeting – it had been too long of an issue
- Ernie was hoping to have resolution by the third week in July but was unable to make that decision himself
- Jackson sent an email to Carin and Tom on behalf of the Board to obtain a commitment
- Bev voiced her opinion that she felt they were not being heard; she felt that everyone was there for the right reason – because they all cared about the camp and the campers

c. Cabin Deposit

- Vicki reported that camp deposit collection was not yet in effect
- The Check-in and check-out process was very involved and still being tweaked
- The cabin deposit was surrounded by a lot of issues and would be hard to implement
- Alternative might be to create a file of violations for consideration of future reservations
- MaryAnn suggested creating a policy notebook; she may or may not help prepare it

d. Website Update

- This topic was tabled until information could be collected from Carin
- Vicki discussed the development of an interactive tour of the camp for the website

e. Bingham Beach

- The Walk-thru for the lawyers was cancelled
- Ernie has placed markers in specific areas
- Vicki has staff to assist with parking during events

8. New Business:

- MaryAnn queried about signs for dog restrictions
- Teresa did an in-service with staff on talking with people with service animals

9. Adjournment: 11:50PM

- Motion to adjourn by Jackson. Betsy seconded the motion. Motion to adjourn passed.

Next Meeting: July 23, 2015 at Camp Harkness

Respectfully submitted by: Shannon Aiello, Secretary